

**REQUEST FOR APPLICATIONS (RFA): # ORR-RFA-090409**

**Government of the District of Columbia  
Department of Human Services  
Family Services Administration/ Office of Refugee Resettlement**

**FY 2010  
Refugee Resettlement Program**

**Department of Human Services, Family Services Administration, Office of Refugee Resettlement invites the submission of applications for funding under the, Authorization the Department of Health and Human Services.**

**Announcement Date: July 31, 2009  
RFA Release Date: July 31, 2009  
Pre-application Conference Date: August 13, 2009**

**Application Submission Deadline Date: 9/4/2009 4:45pm**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

# NOTICE

## PRE-APPLICATION CONFERENCE

**ATTENDANCE IS RECOMMENDED**

### Refugee Resettlement Program

**WHEN:** Thursday August 13, 2009

**WHERE:** D.C. Department of Human Services  
2146 24<sup>th</sup> Place, N.E. 2<sup>nd</sup> Floor conference room  
Washington, D.C. 20018-1402

**TIME:** 10-11 a.m.

**CONTACT PERSON:** Debra Crawford, State Refugee Coordinator  
D.C. Department of Human Services  
Office of Refugee Resettlement  
2146 24<sup>th</sup> Place, N.E.  
Washington, D.C. 20018-1402  
Telephone#: (202) 541-3949  
Fax#: (202) 529-4365

Please RSVP to Family Services Administration/ Office of Refugee Resettlement no later than Tuesday August 11, 2009 as seating is limited. You may RSVP via telephone to Debra Crawford, State Refugee Coordinator (202) 541-3949 or [debra.crawford@dc.gov](mailto:debra.crawford@dc.gov).

## **Checklist for Applications Refugee Resettlement Program**

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications.
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS' approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- ☐ The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- ☐ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using
- ☐ 12 point-type with one-inch margins.
- ☐ The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- ☐ The applicant is submitting six copies of the application: the required original and five (5) copies.
- ☐ The application format conforms to the guide listed in Section V Application Format listed on page 14 of the RFA.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ The application is submitted to Office of Refugee Resettlement no later than 4:45 p.m., EDT, on the deadline date of September 4, 2009.

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Attachment I	Collaboration Commitment Form
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**Government of the District of Columbia  
Department of Human Services  
Family Services Administration/ Office of Refugee Resettlement**

**Request for Applications (RFA): # ORR-RFA-090409**

**Refugee Resettlement Program**

**SECTION I            GENERAL INFORMATION**

**Introduction**

The Office of Refugee Resettlement (ORR) within the Department of Human Services' Family Services Administration is soliciting detailed proposals to provide services required by refugees/Asylee and Certified Victims of severe form of Human Trafficking who are resettled in the District of Columbia. The purpose of the Refugee Resettlement Program is to provide social and support services to facilitate the refugees' assimilation into the mainstream of American society and to assist them in achieving economic self-sufficiency expeditiously.

The Refugee Act of 1980 (P.L. 96-212) and subsequent amendments, authorize the provision of assistance and service to refugees in the United States without regard to race, religion, nationality, sex or political opinion. Grants to cover the expense of providing these services are made to each of the states and the District of Columbia under Title IV of the Immigration and Naturalization Act.

The Office of Refugee Resettlement works diligently in collaboration with its service providers to ensure that necessary support and assistance is given to refugees to eliminate obstacles that impact successful and speedy resettlement. The services offered encourage refugees to become productive residents of the District of Columbia. Eligibility for services must be clearly documented in the case record.

**Target Population**

The target population(s) for this initiative is as follows:

Refugees, who are sixteen (16) years of age or older, are not full-time students in elementary or secondary school and must reside in the District of Columbia and have arrival dates of five (5) years or under. The Refugee Resettlement Program covers eligible individuals regardless of national origin, who are admitted to the United States under specific conditions as refugees, or Asylee and victims of severe form of human trafficking.

The term "refugee" means (A) any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to,

and is unable or unwilling to avail himself or herself of the protection of that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion; or (B) A refugee is eligible from the date that the refugee is admitted to the United States as a refugee.

President of the United States, after appropriate consultation (as defined in section 207(e) of this Act) may specify, any person who is within the country of such person's nationality or, in which such person is habitually residing, and who is persecuted or who has a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. The term "refugee" does not include any person who ordered, incited, assisted, or otherwise participated in the persecution of any person on account of race, religion, and nationality, membership in a particular social group or political opinion."

The term "Asylee" means any person who is already in the US and who satisfy the refugee status because they fear persecution if returned to their home land. They will possess I-94 or a court order from the Department of homeland Security under the INS Refugee Act section 208. Asylees are eligible from the date that asylee status is granted.

The term "Victims of severe form of Human Trafficking" refers to the population brought into the US and subjected to force, fraud, or coercion, for the purpose of sexual exploitation or forced labor for little or no compensation. This population is eligible from the date of certification. Certification is provided by the U.S Department of Health and Human Services (HHS) under section 107(b) of the Trafficking Victims Protection Act of 2000.

### **Eligible Organizations/Entities**

Applications are requested from public or private, not-for-profit established service providers based in the District of Columbia and primarily serving the target refugee communities.

### **Source of Grant Funding**

The Refugee Act of 1980 (P.L. 96-212) and subsequent amendments, authorize the provision of assistance and service to refugees in the United States without regard to race, religion, nationality, sex or political opinion. Grants to cover the expense of providing these services are made to each of the states and the District of Columbia under Title IV of the Immigration and Naturalization Act.

### **Award Period**

The term of this grant shall be 12 months beginning from the date of the award, which shall be the date of signature to the grant agreement by the Director of the D.C. Department of Human Services. The Grantee shall begin performance, effective on that date. (10/1/09 to 9/30/10) Providing delivery of services is satisfactory, this grant may be renewed for three (3) additional option years, subject to availability of funds.

## **Grant Award and Amounts**

An amount not to exceed \$165,000 is available for these services under Title IV of the Immigration and Naturalization Act. These funds are subject to funding availability.

## **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA

## **Contact Person**

For further information, please contact:

Debra Crawford, State Refugee Coordinator  
D.C. Department of Human Services  
Family Services Administration  
Office of Refugee Resettlement  
2146 24<sup>th</sup> Place N.E., 2<sup>nd</sup> Floor Room 220  
Washington, D.C. 20018-1402  
Telephone #: (202) 541-3949  
Fax #: (202) 529-4365

## **Internet**

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Debra Crawford, [debra.crawford@dc.gov](mailto:debra.crawford@dc.gov).

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

## **Pre-Application Conference**

The Pre-Application Conference will be held on August 13, 2009, from 10 a.m. until 11 a.m. at 2146 24<sup>th</sup> Place, N.E. Washington, D.C. 20018, 2<sup>nd</sup> Floor conference room.

## **Explanations to Prospective Grantees**

Applicants are encouraged to mail, FAX, or E-Mail their questions to Debra Crawford on or before Wednesday September 2, 2009 close of business. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.



## **SECTION II                      PROGRAM SCOPE**

### **Overview**

This grant solicitation will be used to fund competitive grants to promote economic self-sufficiency through the planned and coordinated use of support services. The objective is to achieve economic self-sufficiency within the shortest possible time after the Refugee's/ Asylee's and Victims of Human Trafficking's date of asylum approval, date of certification or date of arrival into the District of Columbia. Priority shall be given to persons who are newly arrived refugees (i.e. in the U.S. less than 12 months or who are receiving cash assistance).

The objective of ORR-funded support services is to focus on services designed to decrease the reliance of the refugee from cash assistance to economic self-sufficiency.

### **General Responsibilities**

The following tasks must be included and defined as part of all model programs:

#### Employment Program

The grantee shall provide services only to refugees/ Asylees and Victims of severe form of Human Trafficking referred to them by the District of Columbia Office of Refugee Resettlement (DCORR), and in accordance with the Family Self-Sufficiency Plan. Contained in the Family Self-Sufficiency Plan is the individual employability plan. This is a plan that addresses the employment-related service needs of the employable members in a family for the purpose of enabling the family to become self-supporting, through the employment of one or more family members. The grantee will complete Family Self-Sufficiency Plans on all refugees that are referred to them.

The grantee shall attempt to have staff that is linguistically compatible with the refugee population that they intend to serve. The employment program is comprised of two components: (1) job development & placement, and (2) case management services. Job development is composed of identifying potential employers, developing jobs, and placing refugees in those jobs. Case management services include preparing refugees for work in this country, cooperation with the job developer in matching refugees with the jobs developed, tracking refugee involvement in agency services, and providing a variety of other services for refugee clients as needed. The job developer(s) and the case manager(s) position shall not be a shared position by one staff person. This does not, however, mean that these duties must be fulfilled by two full-time employees. The grantee can demonstrate the capacity to fulfill these duties in a number of creative ways including but not limited to: combining a full-time case manager position with a job placement position of a minimum of 20 hours per week. Most importantly, the grantee must demonstrate that their staff has the capacity to fulfill the duties of job development and placement and case management services.

### Job Development & Placement

The applicant shall describe the strategy that shall be used to identify potential employers and to develop jobs for refugees. The applicant shall demonstrate how it shall make employment referrals based on refugees' skills, aptitudes, experience and interests. The applicant shall discuss the techniques it will use to retain employers. The applicant shall describe in detail its follow-up activities after placing refugees on jobs. The applicant shall describe the in-house procedures that will ensure the recording of the following employment information for reporting to the Office of Refugee Resettlement:

1. Refugee name, address, DOB, SSN
2. Alien Number & DOA
3. RCA/TANF recipient case number
4. Date refugee began employment
5. Employer name, address, & telephone number
6. Salary, position & FT/PT status,  
Permanent/temporary, health benefits
7. Date and results of 30-day, 60-day, & 90-day  
Employment follow-ups

The applicant shall provide in this application the following outcomes that are expected:

1. Full-time job placements
2. Part-time job placements
3. Average hourly wage at placement
4. 90-day follow-up employment retention
5. Number of job placements with health benefits

The applicant shall identify start-up tasks and time frames for the program to begin.

### Case Management

The applicant shall demonstrate how its program shall be designed to include weekly participation by refugees in a job club. Discuss the curriculum for the job club, the projected schedule and the length of each session. The applicant shall make the following assurances:

1. That a weekly case conference will be established to discuss the status and progress of refugee clients
2. That all staff that works with refugee clients will participate in the weekly case conference
3. That the Family Self-Sufficiency Plan and the Individual Employment Plan will be used as a guideline in the case conference

4. That the goals in the Family Self-Sufficiency Plan and the Individual Employment Plan will be assessed and appropriate changes will be made, if indicated, based on the results of the case conference

The applicant shall demonstrate how it shall provide individualized and group career counseling to assist refugees in developing short and long-term career goals. The applicant shall demonstrate how refugee clients shall be assisted with acculturation issues, and a variety of case management services, e.g., the provision of clothing, food, referrals, interpretation and translation assistance, travel training/directions, mental health referrals, etc.

The applicant shall describe the language groups that it has the capacity to serve. The applicant shall describe how it plans to deliver the services in the language(s) of the refugees it plans to serve.

The applicant shall describe its provisions for childcare referral while refugees are participating in ESL, the job club and other program activities.

The applicant shall demonstrate that the community is involved in its organization by discussing the strategy that will be used to get volunteers to assist refugee participants with donations of clothing and other items and services that may be needed.

### **Confidentiality of Records**

- Information concerning referred families is strictly confidential and shall not be divulged to unauthorized persons.

### **Reporting Requirements**

Grantees should be prepared to report information to DHS in a manner conducive with the database management system to be utilized for this initiative. At a minimum, data collection items will include the following information:

- Date(s) and time(s) of all attempted and completed communications with families;
- What, if any, barriers to participation and related solutions to overcoming those barriers were identified/discussed;
- Whether the customer was advised to contact his/her case worker (if applicable) or referred to other sources to explore/begin these actions and steps;
- What actions the customer indicated would be performed and the relevant timeframe;
- What actions, if any, were taken by the grantee to assist the client in resolving problems impacting their capacity to fully engage in activities to achieve self reliance;
- What, if any, circumstances exist that indicate ineligibility for ongoing assistance;
- Participate in evaluation studies;
- Other relevant information that DHS requests; and
- A monthly aggregate narrative/financial expenditure report.

### **Monthly Report**

The Grantee shall submit a monthly report to the Grant Administrator by the 10th day after the end of each month of service regarding the progress towards completion of requirements in the Scope of Services. Such reports must contain the following information in a format approved by the Grant Administrator:

- (a) Demographics of the population served;
- (b) Collaboration (if any) with other organizations serving the target population;
- (c) Program enhancements, Job development and case management activities, challenges encountered, advocacy issues and actions taken, success stories, trainings attended, outreach activities etc.
- (d) Status of work plan, indicating the extent to which established milestones for the reporting month have been accomplished.
- (e) Also included in the report should be a summary of the results of the evaluation of services under the quality assurance program.
- (f) A monthly expenditure invoice

Reporting may require details for each referred individual as well as aggregate reporting of semi-monthly accomplishments. The format for reporting will be prescribed by DHS and will be required to facilitate prompt review of grantee accomplishments in support of payment.

### Records

The Grantee shall keep accurate records of the program and the ongoing progress of the program activities.

The Grantee shall provide the Grant Administrator, and other authorized representatives of the Department of Human Services and the district government, such access to program and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the Grantee staff.

The Grantee shall retain all records for at least three (3) years following final close-out of the grant.

### Monitoring

The Grant Administrator or his/her designee shall monitor and assess the performance of the Grantee according to the scope of work and related service delivery standards set forth in the grant agreement.

The Grantee shall provide the Grant Administrator and other authorized representatives of the Department of Human Services and the District government, such access to its facilities, records, customers and staff as may be necessary for monitoring purposes.

The Department of Human Services shall assign a staff person to monitor the project. The DHS Grant Administrator shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the Grantee to assess the Grantee's performance in meeting the requirements of the grant agreement.

### **Security Certifications**

The applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contract(s) as permitted by applicable D.C. law. Except for professionals licensed in accordance with DC Official Code, 3-1201.01 *et seq.*, the grantee(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

### **Certifications and Assurances**

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

## **SECTION III            GENERAL PROVISIONS**

### **Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFP must show proof of insurance prior to receiving funds.

### **Audits**

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving TANF funds.

### **Staff Requirements**

- A. Sub-grantees receiving grant awards of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$11.75 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

Upon site visits, Grantees must make available documents which demonstrate proof of exemption from the Act, or proof that staff members working on the program/project are being paid a living wage of at least \$11.75 per hour. In addition, Grantees shall make available examples of work performed by each employee that receives compensation

directly from government assistance. Grantee shall demonstrate that each employee funded by the grant performs work regularly under the grant agreement.

- B. Each employee who receives compensation directly from the District of Columbia shall receive a copy of the Living Wage Act Fact Sheet, provided upon award.
- C. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- D. The Grantee shall employ and maintain documentation and assure that staffs possess adequate training and competence to perform the duties which they have been assigned.
- E. The Grantee shall maintain each affiliated employee's payroll records created and maintained in the regular course of business for a period of at least three years. Grantee shall maintain affiliated employee payroll records in excess of three years until the final decision of any challenge to the payment of wages under the act.
- F. The Grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, description of duties and responsibilities, hours of work, salary rate and performance evaluation criteria. When hiring staff for this grant project, the Grantee shall obtain written documentation of work experience and personal references.
- G. The Grantee shall maintain an individual personnel file for each project staff member. The file will contain the application for employment, professional and personal references, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and Grantee's action with respect to all allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.
- H. The Grantee shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the Grant Agreement.
- I. The Grantee shall maintain a current organizational chart which displays organizational relationships and demonstrates who has responsibility for administrative oversight and supervision over each funded service activity.
- J. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS Grant Administrator.
- K. The applicant must provide evidence that all personnel involved in the provision of services are properly trained and qualified to carry out these services. Accordingly, the

applicant shall include in the application, at a minimum, a staffing pattern and associated job descriptions and qualifications of the staff.

- L. The applicant shall describe in the application how it will keep accurate personnel records for each employee, including name, address, social security number, a resume of education, training, previous employment, letter of employment and salary.
- M. Proposed staffing patterns should reflect the number and types of personnel required for the delivery of all services, within funding limitations. All costs and staffing requirements shall be delineated using DHS Form 1639s accompanying schedules. A copy of the budget form and instructions for its use are found in attachment A.
- N. Any changes in staffing patterns or job descriptions must be approved in writing in advance by the Grant Administrator.

#### **SECTION IV APPLICATION SUBMISSION**

##### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than close of business Friday, September 4, 2009. All applications will be recorded upon receipt. Applications accepted at or after the 4:45 p.m. on September 4, 2009 will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

##### **Number of Copies**

The original and five (5) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (copies) of the Submission Receipt (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

##### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

Department of Human Services  
Family Services Administration  
Office of Refugee Resettlement  
Debra Crawford, State Refugee Coordinator  
2146 24<sup>th</sup> Place N.E., 2<sup>nd</sup> Floor Room 220  
Washington, D.C. 20018-1402  
Telephone #: (202) 541-3949  
Fax #: (202) 529-4365

Applicants should allow at least one hour before the deadline time to clear security protocols.



## **Mail/Courier/Messenger Delivery**

Applications mailed or delivered by messenger/courier services must be received on or before September 4, 2009, 4:45 p.m. Applications arriving via messenger/courier services after the posted deadline of 4:45 p.m. September 4, 2009 will not be considered for funding. Application packages must be delivered to and received by a Family Services Administration, Office of Refugee Resettlement staff member and not left at the security desk or other location by the courier service.

## **SECTION V REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations.

### **Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A Program Design (Total 40 Points)**

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.  
**(10 Points)**
2. The proposal clearly describes the methods to be used to outreach to the selected target population. In addition, information will be provided that describes how the program will encourage the proposed target population to take the steps necessary to choose positive lifestyle methods. For example, a significant goal such as gainful employment, has clearly defined steps to be achieved. The proposal also clearly specifies how it will help the target population and describes how it will follow through with referrals to other agencies ensuring that they receive the intended service and are making progress.  
**(20 points)**
3. The proposal clearly delineates the following: (1) target population (s) to be assisted through the model project; (2) the area(s) of social service assistance to be delivered; and, (3) specifies, via evidence of prior experience, the location of the proposed activities.  
**(10 points)**

#### **Criterion B Organizational Capability and Relevant Experience (Total 35 Points)**

1. The applicant must demonstrate the knowledge and experience relevant to the service applied for and in serving the target population.  
**(10 Points)**

- The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
  - If no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.

**(10 Points)**

- Applicant has identified and has demonstrated an understanding of issues affecting the target population.
  - Letters of support from community-based organizations and/or advocacy groups are provided.
3. The applicant has a clear plan to hire or has qualified staff with the training and experience to conduct case management, outreach and job placement/training. In addition the applicant should have the capacity to ensure that there is personal communications and related activities with the target population and that the applicant has helped remove customer barriers to self reliance objectives. The applicant also has the technical capability to maintain an information-base sufficient to produce required reports for DHS. At a minimum, required tasks include the following:
- The applicant shall demonstrate how it shall provide individualized and group career counseling to assist refugees in developing short and long-term career goals. The applicant shall demonstrate how refugee clients shall be assisted with acculturation issues, and a variety of case management services, such as for the provision of clothing, food, interpretation and translation assistance, transportation training/directions, mental health services, etc.
  - The applicant shall describe an outreach strategy to identify refugees who are eligible for resettlement services in the District and are not receiving these services. The applicant shall discuss the methods they will use to routinely disseminate information to refugees and promote the use of these services by refugees.
  - Describe the strategy that will be used to identify potential employers, to develop jobs for refugees and to make employment referrals based on refugees' skills, aptitudes, experience and interests. **(15 Points)**

**Criterion C Sound Fiscal Management and Reasonable Budget (Total 20 Points)**

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization.
- (10 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives.
- (10 Points)**

**Criterion D Overall Feasibility of the Project (Total 5 Points)**

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

**SECTION VI APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)
- Living Wage Act Certification (**Not counted in page total, Attachment K**)

The maximum number of pages for the total application cannot exceed 23 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

**Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

**Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

## **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

## **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

## **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving families within the community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

## **Program Budget and Budget Narrative**

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

**SALARIES AND WAGES:** Show proposed salaries and wages for all project staff.

**FRINGE BENEFITS:** Include in proposed benefits comparable to those paid to the other members of the applicant's staff. Show fringe rate.

**CONSULTANTS / EXPERTS:** Proposed costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction etc.

**OCCUPANCY:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area

**TRAVEL AND TRANSPORTATION:** Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.

**SUPPLIES & MINOR EQUIPMENT:** Proposed supplies and educational materials.

**CAPITAL EQUIPMENT & OUTLAYS:** Proposed major equipment over \$300.

**COMMUNICATIONS:** Include utilities and telephone and maintenance services directly related to project activities

**OTHER DIRECT COST:** Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.

**INDIRECT COST / OVERHEAD:** Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the DHHS or another appropriate Federal agency.

### **Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

### **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

## **SECTION VII LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Applicant Profile</b>
<b>Attachment B</b>	<b>Certifications</b>

<b>Attachment C</b>	<b>Assurances</b>
<b>Attachment D</b>	<b>Original Receipt</b>
<b>Attachment E</b>	<b>Work Plan</b>
<b>Attachment F</b>	<b>Staffing Plan</b>
<b>Attachment G</b>	<b>Budget</b>
<b>Attachment H</b>	<b>Definitions</b>
<b>Attachment I</b>	<b>Collaboration Commitment Form</b>
<b>Attachment J</b>	<b>Confidentiality Statement</b>

**Attachment A**  
**Refugee Resettlement Program**

**Applicant Profile**

**Place this form at the front of the application.**

**Applicant's Name:** \_\_\_\_\_

**TYPE OF ORGANIZATION**

**Small Business** \_\_\_\_\_ **Non-Profit Organization** \_\_\_\_\_ **Other** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget:**

**Total Funds Requested:**     \$ \_\_\_\_\_



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer**



**Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts



**under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.**

**2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)**

**As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—**

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
  - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

**As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—**

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
  - (b) Establishing an on-going drug-free awareness program to inform employees about—**

- (1) The dangers of drug abuse in the workplace;**
- (2) The applicant's policy of maintaining a drug-free workplace;**
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
  - (1) Abide by the terms of the statement; and**
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
  - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4<sup>th</sup> Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
    - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
    - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**

**B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**

**Drug-Free Workplace (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

---

**As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

---

**2. Application Number and/or Project Name**

---

**3. Federal Tax Identification No.**

---

**4. Typed Name and Title of Authorized Representative**

---

**5. Signature**

---

**6. Date**



## ASSURANCES

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application assures and certifies that:**

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).**
- 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**

- 7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.**
- 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the**
- 9. Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.**
- 10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.**
- 11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.**
- 12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.**
- 13. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA)**

(1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.



15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature & Title

---

Date

DEPARTMENT OF HUMAN SERVICES

# SUBMISSION RECEIPT

**Refugee Resettlement Program**  
**RFA # ORR-RFA-090409**

THE OFFICE OF GRANTS MANAGEMENT (OGM) IS IN RECEIPT OF A PROPOSAL FROM:

---

(Contact Name/ Please Print Clearly)

---

(Organization Name)

---

(Address, City, State, Zip Code)

---

(Phone/ Fax)

---

(Amount Requested)

**OGM USE ONLY:**

**Please Indicate Time:**

ORIGINAL and \_\_\_\_\_ COPIES

RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ / 2006

Received by: \_\_\_\_\_

**PROPOSALS WILL NOT BE ACCEPTED AFTER 4:45 P.M.**

## Attachment E

### Refugee Resettlement Program

## Work Plan

[illegible]



Attachment F  
Refugee Resettlement Program

Staffing Plan

Name	Position Title	Filled/ Vacant	Annual Salary	% of Effort	Start Date

Director’s Signature:\_\_\_\_\_

Date:\_\_\_\_\_

**Attachment G  
Refugee Resettlement Program**

**BUDGET**

**Agency:**

**Date of Submission:**

**Service Area:**

**Project Manger:**

**Budget:**

**Telephone #:**

<b>CATEGORY</b>	<b>ADMINISTRATION</b>	<b>PROGRAM SERVICE</b>	<b>TOTAL</b>
<b>SALARIES AND WAGES</b>			
<b>FRINGE BENEFITS</b>			
<b>CONSULTANTS / EXPERTS</b>			
<b>OCCUPANCY</b>			
<b>TRAVEL AND TRANSPORTATION</b>			
<b>SUPPLIES &amp; MINOR EQUIPMENT</b>			
<b>CAPITAL EQUIPMENT &amp; OUTLAYS</b>			
<b>CLIENT COSTS</b>			
<b>COMMUNICATIONS</b>			
<b>OTHER DIRECT COST</b>			
<b>INDIRECT COST / OVERHEAD</b>			
<b>TOTAL</b>			

**MAY BE SINGLE-SPACED**

**Attachment H**  
Refugee Resettlement Program

**DEFINITIONS**

- The term "refugee" means (A) any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion; or (B) in such special circumstances as the
- President of the United States, after appropriate consultation (as defined in section 207(e) of this Act) may specify, any person who is within the country of such person's nationality or, in which such person is habitually residing, and who is persecuted or who has a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. The term "refugee" does not include any person who ordered, incited, assisted, or otherwise participated in the persecution of any person on account of race, religion, and nationality, membership in a particular social group or political opinion."
- The term "Asylee" means any person who is already in the US and who satisfy the refugee status because they fear persecution if returned to their home land. They will possess I-94 or a court order from the Department of homeland Security under the INS Refugee Act section 208.
- The term "Victims of severe form of Human Trafficking" is a modern-day form of slavery. Victims of severe form of Human trafficking are brought into the US and subjected to force, fraud, or coercion, for the purpose of sexual exploitation or forced labor for little or no compensation. Certification is provided by the U.S Department of Health and Human Services (HHS) under section 107(b) of the Trafficking Victims Protection Act of 2000.

ATTACHMENT I  
**Refugee Resettlement Program**

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### Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): \_\_\_\_\_ Tel.: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Signature(s) \_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_

**MAY BE SINGLE-SPACED**

**Attachment J**  
**Refugee Resettlement Program**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**STATEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as a ELOA project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any ELOA project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more that ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

\_\_\_\_\_

Signature/Title

\_\_\_\_\_

Date

\_\_\_\_\_  
Name of Organization

**ATTACHMENT K**



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES**

**LIVING WAGE ACT OF 2006 CERTIFICATION**

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**CERTIFICATION:**

Pursuant to the Living Wage Act of 2006 (Act), D.C. Official Code §2-220.01 et. seq. effective June 8, 2006, Sub-grantees receiving grant awards from the District of Columbia of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that each affiliated employee, as defined by the Act, performing work on the grant-funded program/project shall be paid a living wage of no less than \$11.75 an hour. This rate is subject to adjustment by the Department of Employment Services up to 3% annually. Increases in excess of 3% shall be approved by the Mayor. Funding for the implementation of this Act shall be subject to annual appropriation.

Exemptions are provided as follows:

6. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
7. For employees of non-profit organizations that do not employ more than 50 individuals.
8. Grantees/sub-grantees provides trainees with additional services, provided the trainee does not replace employees, if applicable.
9. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
10. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

*Please check the appropriate box:*

☐

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

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☐

I certify that we do not meet the exemption, and will pay each individual working under this grant program/project a living wage of at least \$11.75 per hour.

☐

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (Title I, D.C. Law No. 16-118 {D.C. Official Code 2-220.01-.11}) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia, approved August 3, 1956 (70 Stat. 976; D.C. Official Code §§ 32-1301 *et. seq.*) .

---

**SIGNATURE:**

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date